THE PASTORAL COUNCIL
OF THE CHURCH OF THE HOLY SPIRIT
BYLAWS

Article I (Mission)
Holy Spirit Catholic community enkindles the fire of God’s love in our lives through worship, discipleship, and service.

Article II (Purpose)
The Pastoral Council, composed of representatives of the entire parish, offers counsel to the Pastor in matters which affect the spiritual well-being of the parish so that the members of the parish, through their representation on the Pastoral Council will grow in their individual and collective conversion to renewing the Kingdom of God.

The Pastoral Council is advisory to the pastor. It aids the Pastor in establishing, defining, and implementing goals and policies, both long-range and short-range.

Article III (Role of Pastor)
The Pastor will consult with the Pastoral Council in areas of, but not limited to, pastoral, spiritual and formational matters of the parish.

The Pastor shall give consideration to the advice and recommendations of the Pastoral Council.

Article IV (Membership and Terms of Office)
The Pastoral Council is comprised of maximum nine members who serve three-year terms with the possibility of one additional consecutive term. Former members are eligible for reappointment after a single term off the Council. Terms shall run from July 1 to June 30. Members of the Pastoral Council should be parishioners of the parish. The pastor is to use his discretion in the selection of qualified members from amongst the faith community, noting the following eligibility requirements.

Eligibility to serve on the Pastoral Council is limited to practicing Catholics in full communion with the Roman Catholic Church and its bishops. In other words, eligibility for service on the Council is limited to fully initiated Catholics who are not restricted from full sacramental participation or are otherwise under canonical penalty or censure. Employees of the parish, or members of their immediate family, are not eligible for appointment to the Pastoral Council. No relative of the pastor may serve on the Pastoral Council.

Members of the Pastoral Council should be knowledgeable of parish life and have an active parish life. Members should be able to attend the majority of the meetings, be committed to the faith and mission of the Catholic Church and the Parish’s particular mission, be concerned for the spiritual and financial growth of the Parish, and actively participate with their own particular perspective, gifts, and talents.
The pastor has the discretion to remove any member of the Pastoral Council at any time during his or her term of office.

**Article V (Officers)**

The Officers of the Pastoral Council will be the Chair, Vice Chair, and Secretary. The pastor will appoint the officers, after consultation with the members of the Pastoral Council.

The Chair will preside in a parliamentary manner at all meetings which require a formal vote and, in consultation with the pastor, will prepare the agenda, select the hour and location of the meetings, and perform any other duties assigned to him or her by the pastor. The Vice Chair performs these duties when the Chair is unable to do so. The Secretary will record and distribute the minutes of each meeting at least three days prior to the next scheduled meeting.

**Article VI (Committees)**

The Pastoral Council, with input from the pastor, may establish committees to function under the direction of the Pastoral Council.

**Article VII (Meetings)**

The Pastoral Council will meet at least once a quarter and more frequently if required. Parish Finance Council appointments follow the fiscal year.

All regular meetings of the Pastoral Council are open to non-Council members and notice of the meetings shall be published. The Pastoral Council reserves the right to close an entire or portion of any meeting per the pastor’s discretion. Special meetings may be held when requested by the pastor, the business administrator, the Chair or a majority of the members. The pastor must be present for a meeting to take place.

A Trustee may sit as a non-voting member of the Pastoral Council.

Parish employees who provide support to the Pastoral Council should be available to answer questions at the request of the pastor or at the request of others expressly delegated by the pastor (i.e. the Chair of the Pastoral Council, if so delegated).

The parish Business Administrator should attend Pastoral Council meetings in a consultative, non-voting capacity, unless the pastor, in consultation with the Chair, determines otherwise.

As deemed necessary, the Pastoral Council should extend invitations to other parish committees and groups, such as members from the Finance Council and the School Advisory Council, among others, to attend meetings of the Pastoral Council in order to ensure effective and frequent communications regarding goals and objectives of the parish and school.
Visitors wishing to make a presentation at a Pastoral Council meeting must request a place on the agenda by contacting the pastor or Chair, verbally or in writing, at least 48 hours prior to the meeting. Such presentations shall be no longer than 10 minutes in length.

Members of the Pastoral Council should maintain confidentiality on those matters designated as confidential. Materials such as agendas, meeting minutes, and review materials should not be disclosed to others if designated as confidential.

The parish should retain meeting minutes, agendas, handouts, reports, and materials reviewed during the meeting for future reference by either internal or external parties in accord with the Archdiocesan Records Retention Policy.

**Article VIII (Operating Method)**

A quorum of a majority of members is necessary to conduct a Council meeting. Additionally, the pastor should be present at every meeting of the Council. The Pastoral Council will follow parliamentary procedure as outlined in Roberts Rules of Order when necessary.

**Article IX (Amendments)**

These by-laws may be amended by vote, following Robert’s Rules of Order, of attending Pastoral Council members. Prior to adoption, any amendments must be approved by the pastor and trustees.